



PROPERTY TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To receive, preserve, store and release property and evidence to appropriate personnel in accordance with Federal and State laws and City ordinances.

Supervision Received and Exercised:

Receives general supervision from the Property Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Receive items of evidence collected by police officers from locked lockers at the various police facilities, including lockers located in freezers and refrigerators; load and transport evidence to the police property facility; inventory and log all items; bar code and store all evidence in an orderly manner for quick retrieval; enter all items in a computerized bar code system.
- Secure all evidence to maintain the proper chain of evidence for court presentation; release evidence for court purposes and laboratory analysis.
- Receive, store and log money, narcotics, firearms and other items of a sensitive nature in an appropriate manner to ensure their security.
- Follow the disposition of criminal cases to determine appropriate treatment of impounded property.
- Testify in court regarding the integrity of property storage, preservation and transportation.
- Receive, inventory and secure abandoned or found property; compare articles from serial numbers and descriptive features; attempt to locate owners of property and return

Effective November 1988

Revised October 1996

Title change January 2002

Removed A.L.E.O.A.C. Teaching Cert. November 2002

Revised to include "bar code system" October 2004

CITY OF TEMPE
Property Technician (continued)
Police Department

property to owner as directed through registered letter, phone or postcard; check items for stolen property. Loading and delivering property using an assigned city vehicle.

- Perform filing and other clerical work necessary to maintain the property room.
- Research all abandoned, found or unclaimed property for possible owners; list serial numbers, etc. for publication; remove items from existing location and store in separate location with corresponding paperwork until time for auction.
- Provide customer service and answer citizen inquiries and complaints over the telephone and in person regarding property dispositions.
- Destroy narcotics and unclaimed and unsold firearms following carefully prescribed procedures; witness burning to ensure all materials are destroyed.
- Assist in advising Department personnel of the laws and policies of evidential property control; instruct and train new personnel assigned to the Police Department; conduct formal property function training for Police Officer recruits, as well as continuing education for department personnel.
- Package, label and send property articles to other cities and states.
- Compile necessary periodic reports; using computers and related software programs; ability to effectively communicate in writing.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible storekeeping, stocking, inventory control or related experience, including experience in using and maintaining computerized record systems particularly bar code systems; OR one year of law enforcement experience. Law enforcement property storage experience is highly desirable.

CITY OF TEMPE
Property Technician (continued)
Police Department

Training:

Equivalent to the completion of the twelfth grade, supplemented by training or college-level course work in criminal justice, evidence handling, inventory control, or a related field of study. Completion of a recognized property/evidence school is preferred.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Arizona forklift operator's certificate.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 3460

Salary Range: 18

FLSA: Non-Exempt